

Temporary Food Establishment Checklist

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Use this Temporary Food Establishment Checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-24 is required, but the following has been highlighted for your assistance.

ADMINISTRATIVE INFORMATION:

- ☐ Temporary Food Establishment permit applications and fees must be submitted to the Tippecanoe County Health Department at least 14 day(s) prior to any date of operation (and they must be received during normal business hours).
- ☐ Proper floor plans and menus must be submitted for review and approval by the Tippecanoe County Health Department at least 7 days prior to any date of operation.
- ☐ Your Temporary Food Establishment permit, once issued, must be displayed in view of the public at all times during the event for which it was issued.
- ☐ If applicable, the event organizer must submit a site map of the event area detailing vendor locations, toilet facilities, trash facilities, water hook-up and all requirements stated in the Tippecanoe County Food Ordinance.
- ☐ By January 1st, 2005, at least one certified food handler (in accordance with 410 IAC 7-22) must be employed at each licensed food establishment. The name and proof of certification must be made available upon request. If the establishment is exempt from 410 IAC 7-22, then all requirements in 410 IAC 7-24 Section 118 must be met.

FOOD AND WATER SOURCES:

- ☐ All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. If well water is utilized, proper paperwork regarding testing must be provided.
- ☐ All food must be clean, wholesome, free from adulteration and misbranding, and properly labeled as applicable.
- ☐ No homemade or home-canned foods or foods that have been stored in a home are allowed to be used.
- ☐ All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

FOOD PREPARATION and HANDLING:

- ☐ All potentially hazardous foods requiring refrigeration must be held at 41°F or below at all times and all frozen foods must be stored hard frozen and should be stored at 0°F.
- ☐ All potentially hazardous food requiring hot-holding must be held at 135°F or above at all times.
- ☐ All potentially hazardous food requiring cooling must be cooled from 135°F down to 70°F within two (2) hours and from 70°F down to 41°F or below within an additional four (4) hours.
- ☐ All potentially hazardous food requiring reheating must be rapidly reheated to 165°F within two (2) hours.
- ☐ All potentially hazardous food requiring thawing must be thawed in accordance with *Section 199*.
- ☐ All food products must be cooked to the proper internal food temperatures as detailed in *Sections 182-185*.
- ☐ Proper cooking equipment must be used to reheat foods. Hot-holding equipment cannot be used for this purpose.
- ☐ A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures.

FOOD PROTECTION:

- ☐ Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, etc.) must be used to handle open ready-to-eat food products. Bare hand contact with these foods is not permitted. ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.)
- ☐ Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service.
- ☐ Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and handwashing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied.
- ☐ All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times.
- ☐ Condiments must be individually packaged or from approved dispensers (and the dispensers must be kept covered to prevent potential contamination). If they require refrigeration, proper temperatures must be maintained at all times.

UTENSILS/DISHWARE:

- ☐ Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. No re-use of these items is permitted.
- ☐ The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged.
- ☐ Straws and toothpicks must either be individually wrapped or individually dispensed.

ICE USE:

- ☐ Ice, which is to be consumed, must come from an approved source and be properly labeled.
- ☐ Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- ☐ Ice for consumption may not be used for storage of food or beverage products.
- ☐ Storage of open food in contact with ice is prohibited.

- ❑ Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container.
- ❑ If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining (into a proper area; not onto the ground) and proper food temperatures must be maintained at all times.

HANDWASHING FACILITIES:

- ❑ At least one (1) conveniently located handwashing facility must be available for employee handwashing at all times in/at each unit. If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location.
- ❑ The handwashing facility must consist of, at least, warm running water (100F), hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, "running" can mean a large thermos, urn, or container in which warm water is held and dispensed via free-flowing spigot while handwashing.
- ❑ Employees must wash and dry their hands at all necessary times during food preparation and service.

DISHWASHING FACILITIES:

- ❑ Facilities must be provided at each unit to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service.
- ❑ If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- ❑ Proper sanitizer (*via heat or chemical means*) must be provided AND used in/at each unit.
- ❑ If chemical sanitizer is used, a proper test kit must be provided AND used in/at each unit.
- ❑ Dishwashing should be set up to operate in the following sequence: **WASH** (warm, soapy water), **RINSE** (warm, clean water), **SANITIZE** (via heat or chemical), and **AIR DRY**.
- ❑ If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (*as detailed in Section 294 or in accordance with the Code of Federal Regulations and the manufacturer's directions*): **CHLORINE** (25-200ppm), **QUATERNARY AMMONIA** (200ppm), or **IODINE** (12.5-25ppm).
- ❑ All chemical sanitizers must be labeled *in accordance with Sections 437 and 443*.

WATER AND WASTEWATER FACILITIES:

- ❑ All water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap).
- ❑ If used in continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with the manufacturer's specifications.
- ❑ A sufficient supply of drinking water must be supplied for all necessary purposes (handwashing, dishwashing, sanitizing, food preparation, etc.) at all times in/at each unit.
- ❑ All water hoses must meet the requirements detailed in 410 IAC 7-20, *Sections 231 and 325* for use with potable water.
- ❑ All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state and local requirements.

WIPING CLOTHS:

- ❑ In between uses, wiping cloths must be properly stored in sanitizer solution that is maintained in accordance with *Section 245*.
- ❑ To prevent cross-contamination, wiping cloths must be marked and used for specific purposes as follows: (1) wiping cloths used for raw animal food spills/clean-up, (2) wiping cloths used for other food spills/clean-up, and (3) wiping cloths used for general cleaning.

HYGIENE and PERSONAL CLEANLINESS:

- ❑ NO smoking, eating or drinking (except from a covered container that is stored and utilized properly) is permitted in any food preparation or service area.
- ❑ Clothing must be kept clean and not used to wipe hands.
- ❑ Proper and effective hair restraints must be provided and worn by all persons preparing or serving food. *Examples include: hairnets, visors (if effective), hats, scarves, etc.*
- ❑ Beards must also be restrained with a beard snood or other means.
- ❑ Proper exclusions and restrictions must be placed on ill employees in accordance with Sections 120-127.
- ❑ Proper handwashing must be conducted at the following times or after any activity during which the hands may have become contaminated: before beginning work, after handling raw animal foods, after handling money, before putting on and after removing single-use gloves, after sneezing, coughing, touching the face, body parts, or hair, after using the restroom, after taking out the trash, etc.
- ❑ While preparing foods, employees may not wear jewelry on their arms and hands.

INSECT CONTROL, TRASH & REFUSE, FACILITY SURFACES, TOXIC MATERIAL STORAGE, AND LIGHTING:

- ❑ If pests are present, effective air curtains, screening, fans, and/or tight-fitting & self-closing entry doors must be provided and used for insect control in/at each unit.
- ❑ Adequate trash/refuse/garbage facilities must be provided at the event and emptied at an adequate frequency. Grease must be disposed in a manner approved by law.
- ❑ Adequate lighting must be provided and kept properly shielded/protected.
- ❑ Floors, walls, and ceilings must meet the minimum requirements described in *Sections 399 and 402*.
- ❑ Poisonous or toxic materials shall be used according to the manufacturer's label instructions that state that use is allowed in a retail food establishment.